



City of Columbus  
Mayor Michael B. Coleman

**Commissioners:**

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Delena Edwards, Member  
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## Civil Service Commission

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### MEMORANDUM

To: C.I.F.A. Members and Attendees

From: Michael W. Eccard, CSC Assistant Executive Director 

Date: March 12, 2010

Subject: 2011 Fire Promotional Examinations

Following is a summary of the items discussed at the meeting with the CIFA committee that consists of representatives from Civil Service, I.A.F.F., Fire, and Administration on Wednesday, February 24, 2010 at 10:00 a.m.. The meeting was in preparation for the upcoming fire promotional exams for the classifications of Fire Lieutenant, Fire Captain, Fire Battalion Chief, and Fire Deputy Chief. The following individuals were in attendance.

Attendees: Warren Cox, Fire Assistant Chief, Fire  
James Cannell, Fire Battalion Chief, I.A.F.F.  
Joel Gunn, Personnel Analyst II, Civil Service  
Michael Maloney, Personnel Analyst II, Civil Service  
Liz Reed, Personnel Analyst Supervisor, Civil Service  
George Speaks, Deputy Director, Public Safety  
John Swinger, Personnel Analyst II, Civil Service

#### Topics of Discussion:

- Introductions and meeting purpose was presented by Liz Reed. The purpose of this meeting was to follow-up on discussions from the January 28, 2010 CIFA meeting.
- The test plan is scheduled to be ready early April 2010. Currently, the union plans to retain Bonnie Sandman as their testing expert.
- Informational bulletins will be electronically sent to announce the test filing period and the online application process.

- The reading list for the Fire Promotional Exams will be available on the Civil Service Commission web site. The web site will have linkages to the internal reading materials.
- The request of extending the next Battalion Chief eligible list to February 19, 2013 to coincide with the Deputy Chief eligible list was considered. The decision was made to leave list dates as they currently are.
- For the purpose of test security, candidates will place their picture identification on the desk top for verification that they return to the proper seat should they need to leave the test room. When not sequestered, test administrators will emphasize and ensure the candidates exit the testing facility upon completion of the test.
- The use of Subject Matter Experts was discussed, including the use of multiple fire captains for pilot testing; doing so would limit the exposure to test scenarios. The Commission agreed to attempt to increase the number of pilot testers but to limit each one to review of only a portion of the test.
- In the matter of test day materials for the fire lieutenant and fire captain tactical exams, it was requested that additional response space be made available. The Commission proposed a new response book page layout. (see attachment)
- The Fire Lieutenant and Fire Captain Oral Board Exams will each be conducted in a single day administration. (see attachment)
- The review of oral board Scantron Sheets will continue to be permitted by both the union's testing expert, during grading, and candidates after the exam. There was discussion of making the Scantron Sheets available as a clerical review period, rather than after the eligible list is established. Commission staff will consider the request.
- An overview of Critical Score Analysis was presented at the previous meeting, with a discussion of how to handle cut-points for future battalion chief and deputy chief promotional exams. The analysis seems to support the continued practice of passing all fire deputy chief candidates. The Commission is considering using the Anghoff method that was researched in the analysis for the Fire Battalion Chief Exam. Exam responses will be graded using both the Anghoff method and the typical  $\frac{1}{2}$  standard deviation below the mean method. Whichever method yields the most passing candidates will be the method used to determine the cut-point for this administration of the Fire Battalion Chief Exam.
- The eligible lists associated with these exams will be available on the Civil Service Commission's Intranet site once officially released to candidates.

Commission staff will consider the feedback provided and update the committee as to the final form of the exams.

Attachments

Candidate ID \_\_\_\_\_

## 2011 Fire Tactical Scenario X

Dispatched

On Scene

Question

**Proposed Format**

Do not turn page until instructed to do so.

Candidate ID \_\_\_\_\_

**2009 Fire Tactical Scenario X**

**Dispatched**

**On Scene**

**Question**

**Previous Format**

**Do not turn page until instructed to do so.**

## 2011 Fire Lieutenant/Fire Captain Oral Board Administration Schedule\*

Assessor	Sat	Sun	Board	Mon (110)	Tues	Board	Wed (60)	Thur	Fri
Lt.Assessor #1	Arrive	Train for Lt. OB 1	B-1	Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #2	Arrive	Train for Lt. OB 1		Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #3	Arrive	Train for Lt. OB 1		Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #4	Arrive	Train for Lt. OB 1	B-2	Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #5	Arrive	Train for Lt. OB 1		Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #6	Arrive	Train for Lt. OB 1		Admin. Lt. OB 1	Train&Grade Lt. DVD 2		Grade Lt. DVD 2	Grade Lt. DVD 2	Grade Lt. DVD 2
Lt.Assessor #7	Arrive	Train for Lt. OB 1	B-3	Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Lt.Assessor #8	Arrive	Train for Lt. OB 1		Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Lt.Assessor #9	Arrive	Train for Lt. OB 1		Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Lt.Assessor #10	Arrive	Train for Lt. OB 2	B-4	Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Lt.Assessor #11	Arrive	Train for Lt. OB 2		Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Lt.Assessor #12	Arrive	Train for Lt. OB 2		Admin. Lt. OB 2	Train&Grade Lt. DVD 1		Grade Lt. DVD 1	Grade Lt. DVD 1	Grade Lt. DVD 1
Capt.Assessor #1	Arrive	Train for Lt. OB 2	B-5	Admin. Lt. OB 1	Train for Capt. OB 1	B-5	Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #2	Arrive	Train for Lt. OB 2		Admin. Lt. OB 1	Train for Capt. OB 1		Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #3	Arrive	Train for Lt. OB 2		Admin. Lt. OB 1	Train for Capt. OB 1		Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #4	Arrive	Train for Lt. OB 2	B-6	Admin. Lt. OB 2	Train for Capt. OB 1	B-6	Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #5	Arrive	Train for Lt. OB 2		Admin. Lt. OB 2	Train for Capt. OB 1		Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #6	Arrive	Train for Lt. OB 2		Admin. Lt. OB 2	Train for Capt. OB 1		Admin Capt. OB 1	Train&Grade Capt. DVD 1	Grade Capt. DVD 1
Capt.Assessor #7			B-7	Arrive	Train for Capt. OB 2	B-7	Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2
Capt.Assessor #8				Arrive	Train for Capt. OB 2		Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2
Capt.Assessor #9				Arrive	Train for Capt. OB 2		Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2
Capt.Assessor #10			B-8	Arrive	Train for Capt. OB 2	B-8	Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2
Capt.Assessor #11				Arrive	Train for Capt. OB 2		Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2
Capt.Assessor #12				Arrive	Train for Capt. OB 2		Admin Capt. OB 2	Train&Grade Capt. DVD 2	Grade Capt. DVD 2

\*This schedule assumes a maximum of 110 Fire Lieutenant Candidates and 60 Fire Captain Candidates